Broadcast Mass Mail - Interim

Policy Type: Administrative
Responsible Office: Division of University Relations
Initial Policy Approved: 09/05/2009
Current Revision Approved: 11/01/2017

Policy Statement and Purpose

Virginia Commonwealth University is committed to keeping the university internal community informed regarding significant issues and opportunities both efficiently and effectively through VCU email. Each employee and student of the university is provided a VCU email account and is expected to monitor it regularly.

This policy describes the requirements for distributing information to all members of a VCU audience group via VCU email. The purpose of the policy is to identify individuals authorized to send and receive such emails as well as the appropriate content of messages in order to ensure that mass emails are kept to a minimum and are timely, relevant, coordinated and properly vetted for content and quality.

Noncompliance with this policy may result in disciplinary action up to and including termination. VCU supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

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Who Should Know This Policy

All faculty, staff, and students of Virginia Commonwealth University are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

Definitions

**Broadcast Mass Mail or Mass Mail**
An email sent to all or substantial segments of faculty, staff, or students through university email systems by a designated or authorized sender.

**Member of the University**
An individual employee of VCU or a specific division, unit or subunit of the university.

**VCU Email Address**
Email addresses that end with @vcu.edu, @mymail.vcu.edu and @vcuhealth.org

**Audience Groups**
Include all faculty, all staff, all students or substantial segments thereof.

**Designated or Authorized Senders**
The only individuals authorized to send broadcast mass mail to audience groups.

**Other Means (Third-party email tools)**
Includes commercial email marketing tools such as iContact, Constant Contact, etc.

Contacts

The Division of University Relations officially interprets this policy. The Division of University Relations is responsible for obtaining approval for any revisions as required by the policy *Creating and Maintaining Policies and Procedures* through the appropriate governance structures. Please direct policy questions to the Division of University Relations.

Policy Specifics and Procedures

I. **Designated or Authorized Senders**
   a. Only the president, provost and vice president for academic affairs, vice president for health sciences and CEO of VCU Health and the VCU Police Chief (or their designee) (collectively referred to as “authorized senders of mass mails”) are designated or authorized senders of mass mails to audience groups. All others must be approved by the vice president for University Relations (or their designee.) Requests for massmail approval
should be sent to massmail@vcu.edu. A response will be provided within 48 hours.

II. Audience Groups
   a. Authorized senders of mass mails are permitted to define at their discretion the segments of university audience groups to whom mass mail is to be sent.
      i. University audience groups may be further narrowed (e.g., students may be segmented by year or campus; faculty may be divided between full time faculty, term faculty, teaching or research faculty, etc.)

III. Criteria for Mass Mail Content and Subject Lines
   a. Mass mail use is expected to be limited and restricted to announcing news and other important information that is pertinent to audience groups and that:
      i. Is urgent. (Urgent messages would be those that require immediate action and/or pertain to safety, health, or crisis situations)
      ii. Is legally required by law or regulation
      iii. Affects all members of a defined university audience group
      iv. Are not able to be delivered by any other means.
   b. Subject lines for mass mails must be brief and must include a prefix that describes the intended purpose of the email. The following prefixes are permitted
      i. Urgent
      ii. Action Required by
      iii. Announcement

IV. Use of Other Means/Third-Party Email Tools to Send Mass Mails
   a. Individuals and entities within the university are not permitted to use other means or processes for sending emails to defined university audience groups or substantial segments of defined university audience groups via VCU email and should be urged to use VCU TelegRAM to disseminate information or other university applications as they become available. This does not include sending emails to anyone outside the university community, nor does it include members of audience groups who choose to join mailing lists of university entities.
   b. Divisions, units or subunits of the university are permitted to send emails to the employees of that division, unit, or subunit.
   c. Exceptions to this policy must be submitted to the vice president of university relations via massmail@vcu.edu.

Forms: ______________________________________________________________________________

TelegRam Request Form: https://telegram.vcu.edu/requests
Related Documents

VCU Policy: Computer and Network Resources Use
VCU Policy: Information Security

Student Email Standard

Revision History

This policy supersedes the following archived policies:

Initial Approval: 09/05/2009  Broadcast or Mass Mail Policy

FAQ

Q: Why do we have/need this policy?
A: This policy is designed to limit the number of mass mails members of the university receive. Polling and feedback from university faculty, staff and students suggests too many emails are sent on behalf of university entities. The policy is meant to ensure that email “fatigue” is diminished and email effectiveness is increased.

Q: Can I use Constant Contact or MailChimp to send mass mails to defined audience groups (i.e., all faculty, all staff, etc) at the university?
A: No. Although (subject to any applicable university policy) third party tools may be used by university entities to send emails, those tools cannot be used to avoid this policy. The exception to that rule is if members of the university community voluntarily add themselves (opt in) to an email list.

Q: Can I use other means (such as Constant Contact or MailChimp) to send emails to employees and/or students within my division, unit or school only?
A. Yes.

Q: Can I send emails to the employees/students of my own university division, unit, or school without permission?
A: Yes, individual divisions, units or schools may continue to send emails to their own employees at their own discretion with existing mechanisms.

Q: If employees and students are not receiving mass emails, how will they stay informed?
A: VCU TelegRam is a daily mass mail from the university that contains announcements and events of interest to the majority of faculty, staff and students. In exceptional or emergency circumstances individual emails with a single topic may be sent, but the intent is that only one email a day will be sent from a VCU entity to all faculty, staff or students. VCU TelegRam at http://telegram.vcu.edu/
Q: Who decides what gets sent out?
A: University Relations will strive to include as much content as possible for mass mails. Although you should route your request through your unit or division for approval, ultimately University Relations has discretion as to what can and will be sent in a mass mail.